

Adjunct Faculty Parking Information - Fall 2021

The process described here is for those Per-Course Adjunct Faculty who would like to purchase an **annual** Adjunct Faculty Employee Tier 1 permit. This permit is valid 24/7. If you would like a description of the other permits available, please call our Public Safety and Transportation Office (925-631-4052).

The rates for the Adjunct Faculty Employee Tier 1 annual permit were determined through the bargaining process. The process for purchasing is described below.

The Per-Course Adjunct faculty rates for Employee Tier 1 annual permits are based upon the Teaching Workload from the 2020-2021 year as follows:

Less than or equal to 5 courses	\$107 is annual permit cost
5.01 - 6.0 courses	\$128 is annual permit cost
Greater than 6.01 courses	\$160 is annual permit cost

If you do want to apply for the **annual** Adjunct Faculty Employee Tier 1 permit, you should be able to see that option on the Permit Portal. Please log onto the Permit Portal ([link here](#)).

To complete the purchase, go to the Business Office to pay by cash or check (no credit card) according to the rate appropriate to you (the Business Office will have the full list of Per-Course Adjunct Faculty), then take your receipt to the Public Safety Office to pick up your permit during office hours. Please remember to do it in that order (1. apply online first; 2. pay at the Business Office; 3. bring your receipt to the Public Safety Office) so that the permit can be processed prior to you picking up the permit.

Apologies that there is an added step for those who wish to purchase an annual permit in that you pay for your permit at the Business Office. However, we have attempted to make it as smooth as possible (a process improvement review is currently underway).

For those Per-Course Adjunct faculty who have completed an online application and have attempted to purchase an **annual** Employee permit in the portal **prior to AUGUST 26**, you will need to complete the purchase by making payment at the Business Office. Please feel free to email Kc Walker at clw12@stmarys-ca.edu if you have questions about a completed application.

One last note: Payroll deduction is not available for the purchase of any of these permits. For Night/Weekend, Carpool and Daily Scratchers, you can purchase by credit card on the online application. For the Adjunct Employee Tier 1 annual permit, you can pay by cash or check (no credit card) at the Business Office.